



MINUTES
August 8, 2018

**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE
PACIFICA SHARP PARK LIBRARY
104 HILTON WAY, PACIFICA**

COMMITTEE PRESENT:	Cindy Abbott (CA); Caroline Barba (CB); Jerry Crow (JC); Anne Evers-Hitz (AH); David Leal (DL); Eric Ruchames (ER);
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa); Sue Vaterlaus (SV)
COMMITTEE ABSENT:	Tom Clifford (TC); Barbara Eikenberry (BE); Kathy Long (KL); Kellie Samson (KS); Kathy Shiokari (KSh)
CITY STAFF PRESENT:	City Manager Kevin Woodhouse (KW); Planning Director Tina Wehrmeister (TW); Parks, Beaches & Recreation Director Mike Perez (MP) Exec. Asst. Sarah Coffey (SC);
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) Andrea Gifford (AG);
SMCL STAFF:	Julie Finklang (JF); Carine Risley (CR)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order.

1. Approval of Meeting Minutes

Approval of May 9 and June 13, 2018 meeting minutes will be pushed to next meeting (no quorum).

2. Oral Communications

None – will be incorporated during meeting discussion.

3. Sanchez Library Operational Model

Staff presented an easy-access, unstaffed library model and show a video an example from Livermore.

JC – What would be the cost of maintenance for equipment? JF – minor compared to cost of staffing.

AH – How did the community receive the model? CR – Some members miss the social aspect but a core group of users appreciate the services. DM – There would be additional opportunities for community programs by PB&R to provide a more social aspect and liveliness to the space.

DMA – Any stats on usage before/after? CR – Seems stable and constant.

DMA – How about computer usage? CR – The library could still provide self-check laptops and other models to continue to provide computer needs.

SV – Provide 50 hours at Sharp Park and 10 at Sanchez, correct?

CR – The easy access card allows additional hours to Sanchez.

SV – It seems given our population we should get additional hours.

ER – How does hours of service and levels of service equate? Limited staff doing an hour program at Sanchez doesn't seem to equate to a fully staffed hour at Sharp Park.

CR – Still working on this and haven't seen the final layout of Sharp Park.

KW – Until we have the design and layout of the branches it is hard to equate the definition of what a level of service is and how it can be provided. The goal would be to continue to work towards providing more hours at Sharp Park. We also can look to other community groups to help fund the additional level of service i.e. Foundation or Friends of the Library.

ER – 5,000 visits, not visitors, correct?, JF – yes.

ER – We need to look comprehensively at how these services can be provided at both facilities, not just automated services, but library services and programs, community activities and programs, outdoor spaces.

CB – Is there automated holds? JF – yes

CB – Is there a way to integrate this into the community and train and do provide additional outreach to the community?

DL – Did they limit hours? CR -- Yes, 8am-8pm

DL – What about the potential for vandalism? CR – pleasantly surprised by the limited amount, account this to the key card access and security cameras.

CB – Is there a panic button or phone? -- Yes,

TW – The design could provide transparency to keep the community eyes on the facility as well.

CR – They don't provide restrooms.

SV – How big is it? CR – don't know, we will find out and provide that information.

DL – How do you, your library card tracks your branch and e-material check out?

DL – Was there a funding source or grant? DM – I believe that (Livermore) got a LMS grant.

CA – How does the panic or security work? CR – It uses the telephone and cameras, but we would look to newer technology.

CA – Is that tied back to staff at Sharp Park Library? -- Yes. S

CA – So that would be limited to when Sharp Park is open, correct? How many hours of program are at Sharp Park? Can we get the statistics and data? We want to be sure we are providing the hours needed to support a main library.

CA - Could this technology could also be used to streamline services at Sharp Park?

CR – It is definitely worth investigating.

CA – It could make the service levels stretch further.

CA – What other programs or services could be provided by PB&R at Sanchez?

MP – We are interested in how the library would work and the synergy between the two. It could be used for community member rental and parties, as well as community group meeting spaces. We can look at revenue generation to offset additional staffing, potentially provide additional senior programs, maybe a playground.

ER – It is great to hear about developing the outdoor recreational space, very intriguing idea.

MP – That provides additional eyes on the facility, too.

SV – The key is to train and ease the community into this service model.

JF – Currently 78% of checkout are at the self-checkout machines. The model could be great as it can be more than just library services with the added community services.

Pros – additional hours, continue the great programming, other PB&R activities with the shared space

Cons – training

Public Comment:

Ellen Ron - Concern about how many hours the new library would be open. Library aides (instead of librarians) could be used at Sanchez - that might be able to stretch the operational hours. Interested in the usage at Livermore between the Main and Branch. Likes the idea of being to get my materials, but concerned about the potential lack of social space, sitting space.

CA – What is the vision of the shared space?

DM – We will continue to work with MP and City staff on conceptual ideas for how shared space could evolve.

Public Comment:

Mike Ransom - Concern about maintenance of the equipment. If the equipment goes down, the library services stop. Make sure that is minimized.

4. Sharp Park Library –

AG: As the Sanchez operational model is evolving, we have been continuing to work on the design of the Sharp Park library. Presented the same types of spaces we have discussed, but updated based on input from library staff and how library spaces evolve. Dividing up 30,000 sq. ft. into spaces. Core spaces include: entry area (1,000 sq.ft.) – service desk, self checkout, automated return; Children's space (5,000 sq.ft.) with a variety of seating and dedicated activity space; Teen area (900 sq.ft.) including comfortable seating and technology; Adult space (4,500 sq.ft.) including a quiet reading area. Opportunity spaces: Large Community Room (5,200 sq.ft.) with kitchen, storage and ability to be divisible; Gallery space (200 sq.ft.); Friends of the Library / Book Sale space (100 sq.ft.); Group Study spaces for 4-person, 8-person and up to 12-person capacities (1,000 sq.ft.); Makerspace (1,200 sq.ft.).

CR: County Library has put together a Makerspace Master Plan, which has received very positive reception by the Governing and Operating Boards. Half Moon Bay's new library opens in 2 weeks, and has a great maker space. Working with Belmont and Foster City on maker spaces. Each are tailored to the individual community & complementary to others in surrounding areas. Create opportunities to partner with local community groups (e.g. HMB focus on quilting).

CA: Visuals are great. Can we compare to current spaces to see how the library spaces are changing?

DM: Yes – will do that. 2 options for staffing diagrams for Sharp Park. 2 options for massing diagrams. Will apply design values feedback to apply to massing diagrams.

AG: Sharp Park stacked design with an equal split, library program on 2 floors. Lower = children's, teens and makerspace. Upper = adult and large community room. Community room could be open nights/weekends & can be used separately from the library.

ER: Diagram A2 – What would go between the community room and the street where the existing building is?

DM – Potential for a deck or opportunity space.

AG: Bubble diagrams are not a floor plan. Their shape reflects the space, but design will continue to be refined. Diagram B shows an unequal split, with the majority of opportunity space on the 10,000 sq.ft. floor on the upper level.

CB: Would this option be more efficient for staffing?

DM: Yes – the single floor plan for library services is preferred by library staff.

AG: Option B floor plan is perfect for operating the second floor separate from the library.

AG discussed massing strategies. Option A is an equal 15,000 sq.ft. for each floor, with 2 levels of below-grade parking. Parking access by 2 ramps, one on Palmetto / Pacific and one on Hilton Way.

DM – Signage would show parking spaces available. Massing can be refined to respond to sensitivity of neighbors. There are opportunities for decks, and the views are very good with these floor plates. It would be about at-grade on Hilton Way and 1 level down.

CA – Are the buildings in the neighborhood in the diagram to scale?

DM – Yes.

AG – At the lower level of parking, there are no library services. Some potential for usable space. DM – such as potential retail / commercial space in the purple space in the diagram.

AG discussed Option B with a 10,000 sq.ft. (upper floor) / 20,000 sq.ft. (lower floor) unequal split between levels. The scale of the building in the Hilton residential area looks like a 1-story building. The unequal split make the scale of the building appear smaller.

CB – Where is the entrance?

AG – The green square area in the diagram is a vertical lobby.

DM – From parking / street level, there is a vertical entry by elevator.

AG – It would be a larger lobby.

DM – An example is the rose garden in San Jose.

AG – Opportunity for leasable space in the lobby. Some limitation of outdoor space due to large footprint on 1st floor and building out the site more. 2nd floor could have expansive outdoor space

CA – Will it look different applying design values? Right now it looks daunting to the surrounding neighborhood.

DM – There may be opportunity to help sculpt 2nd floor with this massing.

Public Comment:

Ellen Ron – In the 10/20 split design, is there no outdoor space for kids?

AG – It would be significantly less. Need to be concerned w/ topography and lighting. 2nd floor will be built into the hillside.

Public Comment:

Mike Ransom – Do all options envision an elevator?

DM – Yes.

5. Update on Project Schedule

CA - Outreach plan – it looks like the sign-up sheet for outreach is missing.

TW – We are behind on outreach schedule, as we were looking for a viable path forward for Sanchez and exploring operational models. Need to report back to Council – likely 1st Council meeting in October for direction. Then schedule re-introduction / re-imagining of the project and outreach to the community.

CA – Have activities in July shifted?

DM – Will shift July outreach activities to October, after the Council meeting. Round 1 outreach would be for an 8-week period. Intercept kiosks can be planned for bazaars around Christmas season.

CA – Missed opportunity for outreach in July. Thanksgiving and holidays are not a good time for outreach. What prep is needed for the City Council meeting?

TW – Will discuss more internally about PB&R programming at Sanchez, site plan and architecture.

DM – We can draft and proof 1st round of outreach.

CA – Potentially leaves only 1 month for outreach before holidays.

DM – Can continue 1st round of outreach into January. Group 4 budgeted to support outreach. Taking the time to get it right and have information / answers before going to the public is important.

CA – has a couple of meetings to groups scheduled in September that would need to be cancelled.

DM – LAC documents are public. May be able to hold mtgs and discuss the work that LAC has been doing. Check with TW for guidance.

DMA – Video from Livermore easy-access is not very appealing.

JF – Concerns with video – some of what they are doing can be considered barriers.

DM – This is an opportunity for focus groups, particularly in Sanchez area for early input into proposal.

KW – Can get input on pros / cons of this operating model. Can talk about pre-outreach.

DM – Maybe JF can help select some Sanchez users for input.

KW – Fog Fest potential outreach, as that will be the week before the Council meeting & prep would mostly be done. Focus on what an exciting space Sanchez would have with this model.

6. Committee and Staff Communications

None

CA: No quorum was met to vote on the meeting minutes. Voting to approve the May, June minutes will be pushed to the September meeting.

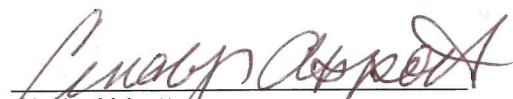
Motion to adjourn meeting by CB; ER seconded.

MEETING ADJOURNED 8:12 P.M.

Respectfully submitted,

Sarah Coffey
Executive Assistant

APPROVED:

A handwritten signature in cursive script, appearing to read "Cindy Abbott", written in dark ink over a horizontal line.

Cindy Abbott
Library Advisory Committee Chair